

FINAL REPORT INSTRUCTIONS

Final Report instructions for the following COA programs:

- ACP-1 Connecticut Artists in Every Community
- Arts Presentation
- Creative Collaboration

Grantees must complete the final report using COA's on-line e-granting portal accessible at <https://coa.fluidreview.com/>. Grantees must create an account, or if an account already exists then sign in using your email and password.

If you are a returning user: Log in. Select "View My Submissions". Scroll down and click "Create New Submission". Select "**Final Report: ACP-1, Arts Presentation, Creative Collaboration**" from the drop-down menu. Enter name of grantee. Click "Get Started".

If you are a new user: Create account by clicking "Sign up". Complete registration page. When on the registration page, be sure to select the category "**Final Report: ACP-1, Arts Presentation, Creative Collaboration**" from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click "Create a New Submission".

The outline below contains the information requested within the final report.

1. Indicate the COA grant program you are submitting a final report for and be sure to complete your report based on your funding period.
2. Grant Number (found on Page 1 of grant contract)
3. Name of Grantee
4. Grant Award Received
5. Contact Information
 - Contact Person
 - Title
 - Telephone
 - Email
 - Mailing Address

- City, State, Zip
- Website, if available

5. Name(s) of artist(s) or group hired by grantee.

6. Audience Data / Individuals Benefiting: Count the number of individuals who were directly involved in and/or benefited from your organization's funded activities and/or programs. Provide approximate numbers to all that apply. Leave blank if numbers are unknown.

7. Narrative: How successful were you in reaching the goals as described in the original application? Briefly describe any significant changes experienced during implementation of the funded activities.

8. Credit and Publicity: Explain how DECD/COA was credited for its support.

9. Question: Did you use COA funds as indicated in your application?

10. Budget/INCOME

- DECD/COA grant amount
- Applicant cash
- Partner(s) cash
- Individual contributions
- Public funds (local, state or federal funds other than COA grant)
- Ticket sales
- Other

11. Budget/EXPENSES

- Administration
- Artist fee(s)
- Technical / Production
- Facility and Equipment Rentals
- Publicity / Printing
- Material Supplies
- Other

12. Certification: The Submitter certifies that the information contained in this report and all its attachments are true and correct to the best of his/her knowledge and that all expenditures were incurred solely for the purpose of the grant.